

**TENNESSEE ASSOCIATION  
OF  
FAMILY, CAREER AND COMMUNITY  
LEADERS OF AMERICA  
STATE OFFICER HANDBOOK**



**TENNESSEE DEPARTMENT OF EDUCATION  
DIVISION OF CAREER-TECHNICAL EDUCATION  
4<sup>th</sup> FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243-0383  
(615) 532-2800**

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## PREFACE

You have been elected by your fellow members to represent the Tennessee Association of Family, Career and Community Leaders of America. By accepting a state office you have assumed a *major* responsibility.

The honor you have received carries an obligation to the Tennessee Association. Your parents, teachers, chapter, school and community share in your office and its obligations and your performance, knowledge and behavior will be a reflection of each of them. Remember these valuable resources as you map your course for the coming year.

The Officer's Handbook is an important part of your officer materials. *Read it often and be familiar with its contents.*

## **FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA TERMINOLOGY**

### **Family, Career and Community Leaders Of America**

Identifies the National Organization for Family and Consumer Sciences students in middle, junior and senior high schools.

### **FCCLA Chapters**

Identifies the chapters which place major emphasis on consumer education, homemaking and family-life education combined with exploration of jobs and careers and identifies the chapters which place major emphasis on preparation for jobs and careers with recognition that workers fill multiple roles as homemakers and community leaders.

### **National Headquarters And Leadership Center**

Located at  
1910 Association  
Drive, Reston, VA 20191.  
1-800-234-4425

This facility houses the staff of the National Headquarters.

### **State Headquarters**

Located at  
4<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0383.  
615-532-2800

A part of the Tennessee Department of Education Division of Career-Technical Education. This office houses the State Adviser.

### **State Adviser**

The person who serves FCCLA members and advisers in Family and Consumer Sciences Education through program development and coordination of state activities.

### **Advisory Board**

Members include the Family and Consumer Sciences State Staff, the State President and advisers to the State President, Vice-President, Secretary/Treasurer. Serves in an advisory capacity to the state executive council.

**Affiliation**

Process of sending state and national dues and chapter affiliation form to the address shown at the top of the affiliation form. The national headquarters must process national dues and the accompanying affiliation form before membership is official and the chapter starts receiving services such as Teen Times magazine.

**Family and Consumer Sciences Classes**

Family and Consumer Sciences Education prepares youth for competencies for personal, family life, the work of the family and for occupations based on Family and Consumer Sciences knowledge and skills. The focus of the field of study is the family and the belief that the well-being of our society is based upon the social and economic well-being of families. Families are viewed as the primary source of human fulfillment in terms of love, security and acceptance. Fundamental to all instructional programs is the relationship that exists between a quality home and family life and a productive, satisfying work-life.

Family and Consumer Sciences programs promote a healthy family life and aim to help prevent problems related to family instability, child abuse, substance abuse, inadequate nutrition and resource management. Related occupational education programs concentrate on employability in the workplace within career areas of family and consumer sciences content. As the complexity of living continues to increase due to technical, social and economic changes, there also is a growing need for individuals to acquire life management skills. A unique feature of Family and Consumer Sciences education is its potential for addressing individual family and societal programs from an integrative perspective and applying learning to personal, family or societal problems that relate to life in today's or tomorrow's world.

<b>In-Class Chapter</b>	Meets during class time as an integral part of the Family and Consumer Sciences class.
<b>Mini-Chapter</b>	Operates as one section of the large chapter. It may include members of one class and/or members who meet outside the class period.
<b>Occupational Classes</b>	Usually includes a series of classes leading to careers in occupations such as food service, child care services, clothing production, etc.
<b>Out-Of-Class Chapter</b>	Meets at times other than the regularly scheduled class periods, such as after school, during lunch or activity period or in the evening. Chapter activities are related to Family and Consumer Sciences subject matter through projects and events chosen by the members.
<b>Peer Education</b>	Teens teaching other teens in their classes, schools, communities and states.
<b>Planning Process</b>	Simple five-step method to help chapter members and advisers plan individual, group or chapter activities.
<b>Youth-Centered Leadership</b>	All members actively participate in making chapter decisions and carrying out chapter plans.
<b>Youth Consultant</b>	The person who assists the State Adviser with FCCLA program development and coordination of state activities.
<b>STAR Events</b>	National activities for FCCLA members which are designed to recognize individuals and chapters for their achievements in chapter projects, leadership skills, and occupational preparation. STAR stands for Students Taking Action for Recognition.
<b>CHAPTER CHATTERS</b>	The official magazine of the Tennessee Association.
<b>State Leadership Meeting</b>	A statewide meeting held in the spring for leadership development, State STAR Events, motivation, sharing of ideas and election of officers to the state association.

**National Leadership Meeting**

A national meeting held in the summer for leadership development, National STAR Events, motivation, sharing of ideas and election of the National Executive Council.

**Camp Clements**

Camp located in Doyle, Tennessee which offers opportunity for leadership development, program planning, and recreation.

**Voting Delegates**

The designated members from the local chapters or the state who will be responsible for casting ballots for that chapter or state at the State or National Meeting. Often referred to as Official Delegates.

**National Membership Network**

One member appointed by each state to meet on a national level to receive information on and training for the coming year's national membership campaign. This responsibility is given to the State Vice-President.

**National Connection  
Team Member**

One member appointed by each state to meet on a national level to be trained in communications/public relations/reporting techniques and will plan ways to use those skills for state and local promotion. The State Reporter/Historian assumes this responsibility.

**Family, Career and  
Community Leaders  
of America Sponsors**

U.S. Office of Education through the Family and Consumer Sciences program; Division of Career-Technical Education and The American Association of Family and Consumer Sciences.

**Special Note:**

Regional, state or national meetings of Family, Career and Community Leaders of America are not conventions, they are *meetings*.

Adults charged with the responsibility of giving guidance and counsel to chapters and State Associations are called *advisers*, not sponsors.

The membership of Family, Career and Community Leaders of America at the local level is a *chapter*, not a club.

## **RESPONSIBILITIES OF STATE OFFICERS**

### **A. General**

#### **To the Organization**

The primary responsibility of a state officer is to represent the members of Family, Career and Community Leaders of America throughout our state. First impressions are important. Often you will be the only member of Family, Career and Community Leaders of America that a business or education leader will have the opportunity to meet. Therefore, the entire organization may be judged by the impression you make on other people. Always be mindful of the image you project.

You must be knowledgeable about the organization you represent. Study and know To Guide You in Family, Career and Community Leaders of America, State Officer Handbook, FCCLA State and National programs, parliamentary procedure, and the bylaws of your local chapter, state and national association.

#### **To Family, Career and Community Leaders of America Members**

As a state officer you have the challenge of providing guidance, leadership and inspiration to all members of Family, Career and Community Leaders of America. Throughout the year, you will inspire leadership in direct proportion to this degree that you, as an individual, give leadership. As you reach for higher goals in self-improvement, so will you instill in those you meet the desire for self-improvement and the attainment of high goals.

#### **To The State Office**

The State Office has high expectations of the state officers – after all, you are the “cream of the crop.” Your behavior, attitude and performance as a state officer should be exceptional. You will be expected to adhere to all Policies and Procedures.

#### **To Fellow Officers**

The relationships you form with the other state officers this year will last a lifetime. You must remember that your behavior and performance not only reflect you and your adviser, but the state officer team as well. Some of the best ideas and plans are ones that result from team input. You will not always agree with each other, but you should always respect each other’s opinion and keep the best interest of the organization in mind at all times. Always remember the “chain is as strong as its weakest link.”



### **To Your Adviser**

You must always remember that without the encouragement and support of your adviser you would not be a state officer. Your adviser has made a commitment to you and the state office that will involve many hours of hard work. Because of that, you should always be appreciative for her dedication to you. If you do not have her for a class, you should schedule a regular time to meet to discuss and plan FCCLA activities. Remind her often that you appreciate her.

### **As an Officer of a Local Chapter or Subregion**

During your term of office, some of you will possibly wear “two hats.” Along with your duties as a state officer, you may also be an officer of your local chapter. You must always remember that you may only “wear one hat at a time.” For example, when you are corresponding as a local officer regarding matters relevant to your local chapter, you use the title of your local office and not the title of a state office.

#### **B. Specific**

### **Executive Council Meetings**

Meetings of the Executive Council are scheduled during the year for officer training, for preparation for regional, state and national leadership meetings and for planning leadership camp. The Executive Council usually meets in Nashville. Expenses for officers and advisers are reimbursed by the state association.

### **State Leadership Meeting**

Each officer will be responsible for planning, promoting and executing the State Leadership Meeting. The following offices are responsible for specific sessions: President – Opening; Vice President – Banquet; Secretary/Treasurer – Third General Session; Reporter/Historian – Fourth General Session; and Parliamentarian – STAR Events. Additional responsibilities will be divided during planning sessions. Each officer is required to attend the pre-planning and all general sessions of the meeting. **NO** phone calls from your room are reimbursable during state meeting without prior approval.

### **National Leadership Meeting**

The National Meeting is held in July. Attendance is required for officers and the State Association pays the officer’s transportation, registration and lodging expenses. *Additional costs incurred by an officer could be expenses for meals, extra clothing, sightseeing, and spending money.* Officers travel with the Tennessee delegation unless prior approval is given by the state office.

### **Leadership Camp**

The FCCLA Leadership Camp is conducted by the state officers. Leadership Camp is held at Camp Clements. The officer's official expenses for camp are paid for by the state association. Transportation to and from camp is arranged by the chapter adviser.

### **Career-Technical Conference**

Each July, the Career-Technical Division of the State Department of Education sponsors a conference for Teachers of Career-Technical courses (Family and Consumer Sciences, Agriculture, Business and Information Technology, Etc.), Career-Technical Directors and Guidance Counselors. Leadership training is provided for all Career-Technical Student Organization state officers. Transportation to and from the conference is arranged by the chapter adviser or the officer's parents or guardian.

### **Fall Leadership Meetings**

Each fall the Tennessee Association participates in three regional meetings to provide leadership opportunities for members of all Career-Technical Student Organizations. State officers are assigned to attend and take responsibility for one or two of these meetings. Travel expenses to these meetings are reimbursable.

### **Tennessee State Fair**

The Tennessee State Fair is in Nashville in September. The middle Tennessee state officer's chapter provides a display. The officers also assist with the quick bread contest on fair day.

### **TVA & I Fair**

The TVA & I Fair is held in Knoxville in September. East Tennessee chapters participate in the FCCLA fashion/talent show. The state officers from East Tennessee are responsible for writing and narrating the script and planning and providing props. They also are required to provide a bulletin board in the "school house," assist with the muffin contest, and organize and/or participate in the "school house" activities.

### **Mid-South Fair**

The Mid-South Fair is held in Memphis in September with five states participating. One of the West Tennessee officers assumes responsibility for our state's FCCLA display. If a West Tennessee officer's chapter cannot set up the display, the state adviser opens the invitation to other state officers or, if necessary, to chapters not having a state officer. The West Tennessee state officers represent the organization on fair day and assist with the quick bread contest, poster oral contest and the fashion show.

## **Youth, Citizenship and Government Seminar**

During Career-Technical Education Week (February), state officers of Career-Technical Student Organizations (CTSOs) meet in Nashville for three days to learn more about state government and to publicize Career-Technical Education and CTSOs to public officials.

## **State Officer Concern**

Shortly after the election, each state officer chooses a state concern. The officer promotes this project or concern throughout the state during his/her year in office. This project will be a time-consuming responsibility for both the officer and the adviser. The entire chapter should be involved when possible. The actual time involved will depend on the project chosen by the officer. This “concern” can be the topic of the state officers’ workshops at state leadership meeting.

## **Chapter Chatters**

Officers are required to submit articles for Chapter Chatters and for Teen Times. A description of the officer’s state concern and his/her plans to carry out the project during the year must be written for the fall issue of Chapter Chatters. The state president writes an article for each issue of Chapter Chatters. Your chapter adviser and the FCCLA Youth Consultant or State Adviser should *review* and *approve* all articles and all reports before they are submitted.

## **Official Travel**

Many times you will be asked to attend subregional meetings or other meetings as a speaker or workshop leader. When you receive an invitation, the following guidelines must be observed:

1. Once the chapter or subregion has invited you, you should complete the Request for Attendance Form (Appendix) and send it immediately to the Youth Consultant. This will serve as documentation for insurance coverage.
2. The state association can reimburse for official state travel only, that is, when you are representing the state association. Expenses for travel to and from any other meeting, for example, a subregional meeting, need to be paid by the chapter or group extending the invitation. Otherwise, you must travel at your own expense or your chapter’s expense. You should discuss the expenses with the chapter inviting you *prior* to accepting the invitation. The day of the meeting you should arrive with a completed expense account form to leave with them to turn into their bookkeeper.

3. Expenses directly related to the officer's duties will be reimbursed by the state association. These include travel to and from executive council meetings, official telephone calls, postage, state officer displays, workshops and other approved expenditures. *Expense claims are filed at the end of each month during the year.* Refer to the section on Reimbursement Policies and Procedures and the Expense Account Form (Appendix).

### **Insurance**

The state association carries insurance which covers you as a state officer while you are representing the organization in activities previously approved by the state adviser and conducted within the state. Activities the state officer participates in that the state office is not made aware of will not be covered.

### **Official Dress**

One of the biggest expenses the officer will incur will be the cost of the state officer's official dress. The newly elected team of officers decides on dress. A red blazer is required. Official dress is required at Executive Council meetings, when traveling to and from National Leadership Meeting and Cluster Meetings and all state-related meetings.

### **State Officer Pins**

During the closing session of the state meeting when you were installed, you were presented by the outgoing officer with a state officer pin. The pin is worn during your year in office. You may keep the pin as a memento of your year in office.

### **Closing the Year**

Your state officer's term officially ends at the close of the state meeting however, the following must be done to complete your responsibilities to the state association:

1. Meet with the newly elected officers to turn over all materials related to the office.
2. The secretary must write and send to the State office, within two weeks, the minutes of the state meeting.
3. The historian must write and send to the State Office, within two weeks, a history of the state association for the year.
4. Complete and mail to the State Office the final expense claim forms, including state meeting expenses, by April 30.

## PUBLIC RELATIONS

Wherever you go, people will be watching you. It is important to be aware of this visibility at all times, not only when wearing your uniform. You reflect the image of Family, Career and Community Leaders of America, so dress and act appropriately. What you do and how you do it must leave a favorable impression. You must be mindful at all times that your conduct must never be questioned. The impression people form of you is their impression of our *entire* organization.

1. As a state officer, you represent the only in-school youth organization for students interested in Family and Consumer Sciences related occupations.
2. When appearing as a state officer before any group, regardless of size, *official dress must be worn*. You must always be well groomed.
3. The words “please” and “thank you” are to be used often. You will find they pay dividends.
4. Be careful *what* you say and *how* you say it.
5. Make the most effective use of your time and money, and do your best at all times.
6. Never commit yourself orally, or in writing, unless you are certain that you are right, or that you can keep the commitment.
7. If you have an appointment, plan to arrive before the appointed time.
8. Make a special effort to remember the names of people you meet. It will be helpful to keep a written record of names for future reference, particularly if you want to send them a “thank you” note. Be sure you have the name spelled correctly.
9. Learn as much as you can about all the areas of Career-Technical Education and the activities of the other Career-Technical Student Organizations.
10. If you have the opportunity to visit another organization or a chapter, find out as much as possible about the group before your visit, and always recognize the outstanding activities conducted by the group. At all times, you must avoid sarcasm and outright criticism. Meet the individuals in charge and compliment them on their work. Make an effort to be helpful to the members and officers whenever possible.
11. If you make a speech as a state officer during your term of office:
  - Be sure to bring greetings from the State Association and the other State Officers.
  - Express appreciation for being invited to participate in the activity.

- Let the audience know you are aware of some of the outstanding activities the group is doing.
  - Express appreciation for the efforts made in promoting and assisting in the activities for the occasion.
  - Do not talk too long. A short talk that is well planned in advance and presented effectively will serve the purpose.
  - If you use humor or stories in connection with your presentation, make certain that they will not offend anyone and are appropriate.
12. As a state officer you will constantly be building a positive image for FCCLA. You should have a clear understanding of the goals, projects and mission of our organization. You should also be able to express them clearly and accurately in your own words.
- What should you be prepared to tell others? As you work with individuals and groups you need to help them see an overall picture of FCCLA.
  - Explain your activities as a State Officer and activities of your chapter.
  - Help others understand how FCCLA chapters operate as an integral part of the Family and Consumer Sciences program.
  - Tell what belonging to the organization means to you.
  - Emphasize the ways in which chapters provide opportunities for all members to participate at state and national levels.
  - Illustrate ways in which participation in the national organization's programs contributes to members, their families, communities and employment.
  - Point out ways the national organization helps prepare members to fulfill their multiple roles as family members, wage-earners and community leaders.
  - Explain the importance of paying membership dues that support project and program development.
  - Be prepared to explain how involvement in FCCLA's programs and activities helps members develop "skills for life."
  - Give *personal* experiences as well.

13. Use the following statement for promoting the organization:

Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and social issues through Family and Consumer Sciences.

14. Always write a follow-up thank you to a person or organization who has invited you to attend a meeting.
15. In any written correspondence, be very neat, watch your punctuation and grammar, and be certain there are no misspelled words. Ask your chapter adviser to proof read all of your correspondence.

## **POLICIES AND PROCEDURES**

1. The State Officer's schedule is the responsibility of the State Adviser. The local adviser will also work closely with the officer in all activities and assignments.
2. Deadlines are set by the State Adviser for various assignments and/or activities. You will be expected to meet the appropriate deadline for your assignments. Be sure to notify the State Adviser if you will be unable to meet the deadlines.
3. If it is not possible for you to fulfill an assignment, please notify the State Adviser *immediately*.
4. Travel and required meetings result in absences from school and in missed classes. Plan adequate time for study, and make up missed work promptly. State Officers are expected to keep their grades *above average* during their entire term of office.
5. State Officers' behavior reflects on the image of Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established. The following conduct code applies to all State Officers:
  - a. Behavior at all times should be such that it reflects credit to you, your school and your state and national organizations.
  - b. State Officers' conduct is the responsibility of the local chapter advisers. Officers shall keep their advisers informed of their activities and whereabouts at all times.
  - c. State Officers are expected to attend all assigned general sessions, workshops and activities at meetings.
  - d. Any accidents, injuries or illnesses should be reported to the local adviser and the State Adviser immediately.
  - e. State Officers will observe the same curfew as other members.
  - f. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages.
  - g. State Officers may not purchase, possess, consume or be under the influence of alcohol or illegal drugs at any time. Drinking mock cocktails is prohibited.
  - h. Smoking is not allowed.
  - i. Officers who disregard the rules will be subject to disciplinary action and/or resignation.



6. Each officer will travel with an adult and/or adviser unless otherwise approved in writing by the State Adviser and parents.
7. State Officers are not permitted to enter any of the STAR Events during their term of office.
8. State officers are given adequate previous notice and should attend all Executive Council Meetings unless an emergency arises. State officers are given one excused absence. The second absence of a meeting may result in the state officer being asked to resign.
9. Correspondence is an important part of a state officer's responsibility. All state officer correspondence should be typed in correct letter form. Correspondence involving more than 10 chapters and/or individuals should be sent to the state office for duplication and mailing. Any exceptions must be approved by the State Adviser. A carbon or Xerox copy of your correspondence should be sent to the State Adviser.
10. Unless otherwise agreed, it is the responsibility of the State Adviser to assign all official activities of the state officers which take place outside their own home city. When the state officer makes an appearance in his/her home city, the local adviser will be responsible for all plans and necessary arrangements.
11. When the state office is meeting expenses for a state officer's travel for a meeting, the travel must have prior approval of the State Adviser. State officers are asked not to solicit invitations to any type of meeting.
12. When expenses are not paid by the state office, there must be an understanding between the officer and the individual and/or organization as to who will be responsible for travel expenses and/or arrangements.
13. Each state officer must wear official dress when traveling and speaking on behalf of Family, Career and Community Leaders of America.

## REIMBURSEMENT POLICIES AND PROCEDURES

### Official Expenditures for State Officers Tennessee Association Family, Career and Community Leaders of America

As you assume the many duties and responsibilities as a state officer in the Tennessee Association of Family, Career and Community Leaders of America, you will incur additional expenses. The information included in this memorandum is intended to clarify the items for which you are eligible to receive official reimbursement. If you are in doubt as to whether an expense can be reimbursed through the Tennessee Association, it is best that you contact the state office for clarification *prior* to incurring the expense.

Each state officer is responsible for maintaining a record of official expenses which may be reimbursed on the official Expense Account Form. These forms should be up-to-date at all times with required receipts attached. Please tape your receipts on a plain, white sheet of paper and then staple that paper to the Expense Account Form. ***Expense Account Forms will be submitted to the State Office immediately following meetings or events.*** Record the date and location for each activity you participate in, including allowable expenditures for transportation, subsistence or other expenses. Allowable expenditures are identified as:

Mail	Postage for individual mailings is an allowable expense. However, any mailings which are to be mailed to several FCCCLA chapters should be mailed from the state office. Postage for bulk mail <i>may not</i> be claimed on the Expense Account Form.
Phone Calls	Long distance calls which must be made to conduct your official business are an allowable expense. A copy of the phone bill <i>must be included</i> with the Expense Account Form <i>with a rationale for the phone call</i> .
Specific State Officer Expenses	The Tennessee Association will pay the state officer's official transportation, registration and lodging expenses to the National Leadership Meeting. All state officers will travel as a part of the state delegation unless prior approval is given. The state officer will assume the responsibility for meals, tours and souvenirs.

The Tennessee Association will pay the expenses for state officers to attend State Leadership Camp.

The Tennessee Association will pay the state officer’s expenses to Executive Council Meetings, Fall Leadership meetings, State Leadership Meeting and other meetings when the state office requests that the officer attend.

Each state officer will assume the full expense for the state officer’s uniform and related garments.

Other Allowable Expenses

Transportation      When traveling by automobile, state officers should travel with local advisers or district consultants to all activities. If state officers travel in personal automobiles, *prior* approval must be received from the state office in order to be reimbursable. When traveling by bus, train, airplane, taxi or limousine, the amount of the ticket should be indicated on the expense form with the receipts for tickets attached to the form. When traveling by automobile, the reimbursement rate is thirty cents (.30) per mile. Reimbursement for mileage will be made for only *one round trip* per meeting for advisers/officers.

Subsistence              The following amounts for meals are reimbursable:

BREAKFAST --	\$ 6.00
LUNCH        --	8.00
DINNER      --	<u>10.00</u>
MAXIMUM	\$24.00 PER DAY

Only if you are away from your official station during the following times will you be entitled to reimbursement. Reimbursement for lunch meals *will not* be made unless overnight travel is involved.

Breakfast. . . . . 7:00 a.m. – 8:00 a.m.  
Lunch . . . . . 11:00 a.m. – 1:30 p.m.  
Dinner. . . . . 5:00 p.m. – 6:30 p.m.

Request to Participate in Meetings	Occasionally state officers will be required to represent the Tennessee Association at meetings, such as other student organizations or youth groups. When the state office requests that a state officer represent the Tennessee Association at a meeting, the state officer's expenses will be reimbursed by the Tennessee Association.
	State officers may be requested to participate in local chapter and/or subregional meetings. If the <u>state office requests</u> that a state officer attend a local chapter or subregional meeting, the state officer's expenses will be paid by the Tennessee Association.
	If local chapters, subregions, other youth groups or community organizations contact a state officer to participate in a meeting, the state officer's expenses will not be reimbursable by the Tennessee Association. These expenses should be paid by the chapter or organization requesting the state officer or by the state officer.
Supplies	Workshop materials and state officer project supplies may be purchased. <i>Dated and itemized receipts must be maintained</i> for all such expenses in order to be reimbursable. Approval must be received from the state office for major purchases in this category. Workshop supplies should not exceed \$25.00 for the year. The State Office will make copies for the officer if sent in advance.
Special	Receipts are not required for mileage. They <i>are</i> required for meals, lodging, supplies and phone calls. Again, this should be the original receipt which is dated and itemized.

# REQUEST FOR STATE OFFICER ATTENDANCE

Date \_\_\_\_\_

School or Organization Name \_\_\_\_\_

Adviser Name \_\_\_\_\_

School Address \_\_\_\_\_

State Officer Name \_\_\_\_\_

Date of Meeting \_\_\_\_\_

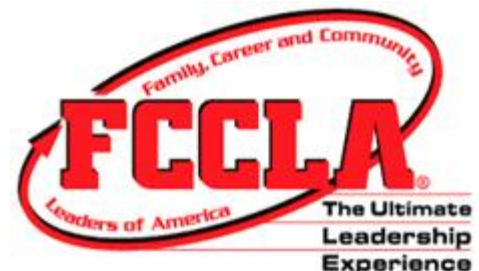
Purpose of Meeting \_\_\_\_\_

State Officer's Responsibilities during Meeting \_\_\_\_\_

\_\_\_\_\_

Please mail or fax to:

FCCLA Youth Consultant  
4<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0383  
615-532-2828  
Fax 615-532-8226



# STATE OFFICER ATTENDANCE EVALUATION FORM

State Officer Name \_\_\_\_\_

School or Organization Name \_\_\_\_\_

Adviser Name \_\_\_\_\_ Date of Meeting \_\_\_\_\_

State Officer's Responsibilities during Meeting \_\_\_\_\_

## Pre-Travel

Did the officer discuss travel plans and expenses with you? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the officer assist you in planning his/her participation in the meeting? Yes \_\_\_\_\_ No \_\_\_\_\_

## On-Site

Was the officer's presentation well prepared, accurate and on target? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the officer's presentation appropriate for the audience? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the officer leave a positive impression and experience for your chapter? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the officer spend time meeting members and advisers? Yes \_\_\_\_\_ No \_\_\_\_\_

## Follow-Up

Did the officer follow through with any post-meeting responsibilities? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you or your chapter officers receive a thank you note from the officer? Yes \_\_\_\_\_ No \_\_\_\_\_

## Comments

### Mail or fax to:

FCCLA Youth Consultant  
4<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0383  
615-532-2828  
Fax 615-532-8226



## EXPECTATIONS OF STATE OFFICER CHECKLIST

	YES	NO
1. Has demonstrated leadership experience in Family, Career and Community Leaders of America.	_____	_____
2. Knows the creed, emblem, colors, flower and motto.	_____	_____
3. Knows the opening and closing ceremonies.	_____	_____
4. Knows the goal, mission, purposes, specific programs And publications of the organization.	_____	_____
5. Knows and uses parliamentary procedure.	_____	_____
6. Is familiar with the bylaws of local chapter, subregion, and state association.	_____	_____
7. Is dependable.	_____	_____
8. Has clear, strong speaking voice.	_____	_____
9. Communicates and gets along well with all age groups.	_____	_____
10. Uses proper grammar.	_____	_____
11. Has good writing skills.	_____	_____
12. Promptly completes missed school work.	_____	_____
13. Can assume the expenses of holding a state office	_____	_____
14. Is well groomed and is in official dress when representing the organization.	_____	_____
15. Uses good manners and makes a favorable impression.	_____	_____
16. Is willing to give the time a state office requires.	_____	_____

	YES	NO
17. Exemplifies the high ideals, standards and behavior policies of Family, Career and Community Leaders of America	_____	_____
18. Meets deadlines; is prompt.	_____	_____
19. Meets the needs of the chapters in their area.	_____	_____
20. Responds to requests.	_____	_____
21. Takes initiative; is willing to assist when needed.	_____	_____
22. Is well organized.	_____	_____
23. Writes assigned articles for Chapter Chatters	_____	_____
24. Practices proper etiquette.	_____	_____
25. Has completed or is presently completing all five Modules of Power of One.	_____	_____
26. Prepares an interesting and informative “concern” workshop.	_____	_____
27. Is adaptable, cooperative and handles responsibility.	_____	_____
28. Attends all required meetings of state officers.	_____	_____
29. Completes assigned tasks.	_____	_____
30. Is attentive and enthusiastic.	_____	_____
31. Is a “team player” and works closely with other officers.	_____	_____
32. Works closely with chapter adviser	_____	_____